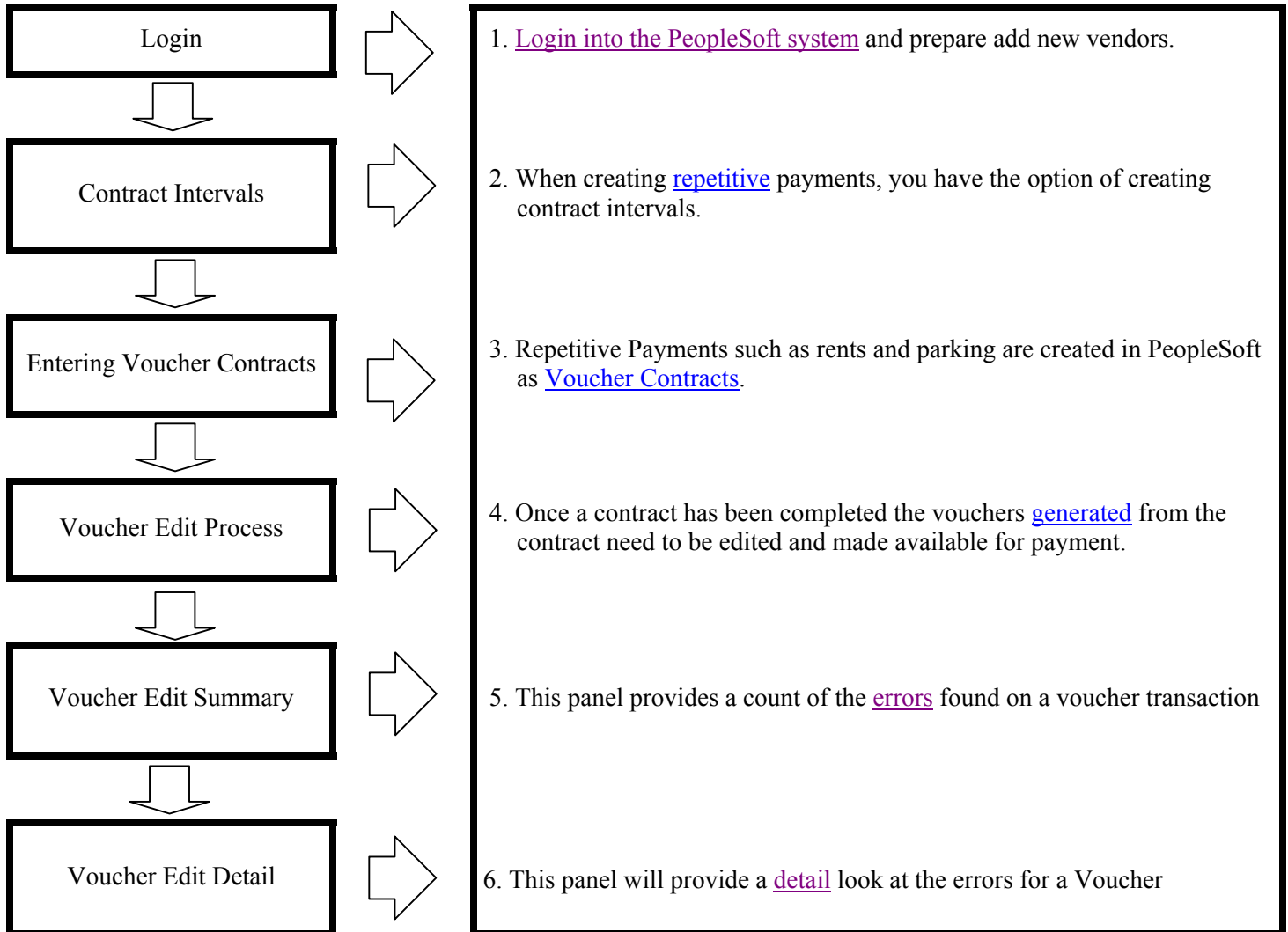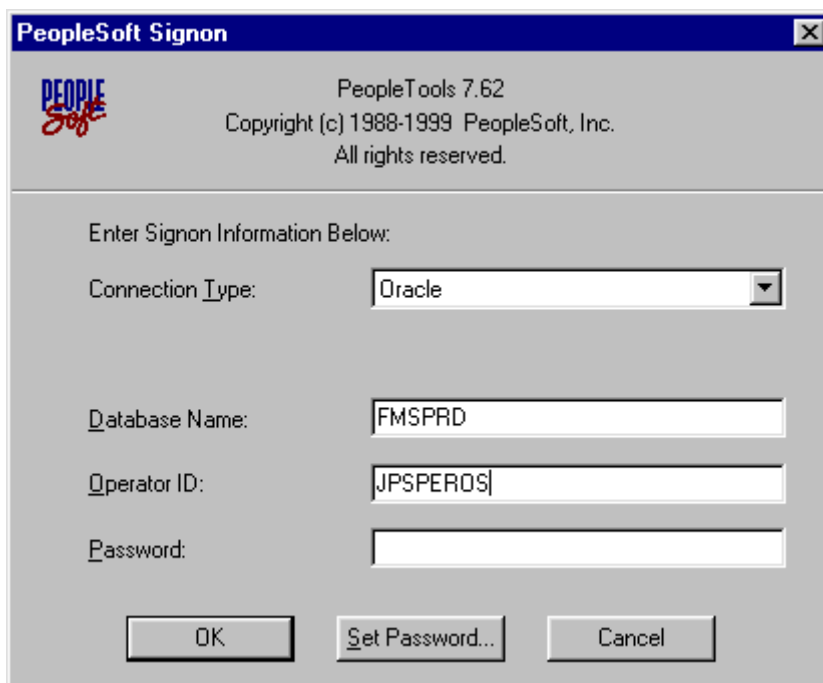# Entering Voucher Contracts

This section will show you accounts payable users how to create and process Recurring Voucher Contracts. This section will also cover the Voucher Edit process along with Voucher Edit reports.

Login	1. Login into the PeopleSoft system and prepare add new vendors.
Contract Intervals	2. When creating repetitive payments, you have the option of creating contract intervals.
Entering Voucher Contracts	3. Repetitive Payments such as rents and parking are created in PeopleSoft as Voucher Contracts.
Voucher Edit Process	4. Once a contract has been completed the vouchers generated from the contract need to be edited and made available for payment.
Voucher Edit Summary	5. This panel provides a count of the errors found on a voucher transaction
Voucher Edit Detail	6. This panel will provide a detail look at the errors for a Voucher

Entering Voucher Contracts

Step 1: Login

➢ Launch the PeopleSoft Signon from the Novel Application launcher.

    o Connection type "Oracle" (Defaulted)

    o Database Name "FMSPRD" (Defaulted)

    o Enter your login name. (UPPERCASE only)

➢ Password is left blank.
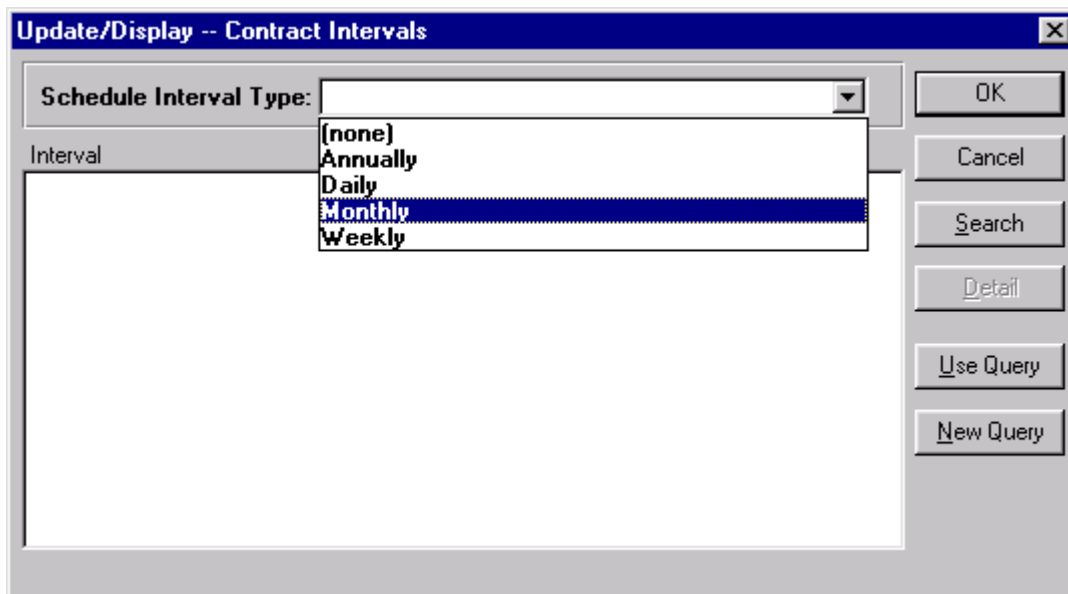
➢ Click "OK"

Entering Voucher Contracts

Step 2:   Contract Intervals

When creating repetitive payments, you have the option of creating contract intervals. A contract interval is used to indicate how often a repetitive payment is to be created (e.g. monthly) and the day of the interval (e.g. 1st of each month, 15th of each month, etc.).

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Administer Contracts
- ⇒ Use
- ⇒ Contract Intervals
- ⇒ Update/Display

An initial dialog box will appear requesting you to choose the interval you wish to define. (Note: If an interval has not already been defined you can select the Add option)
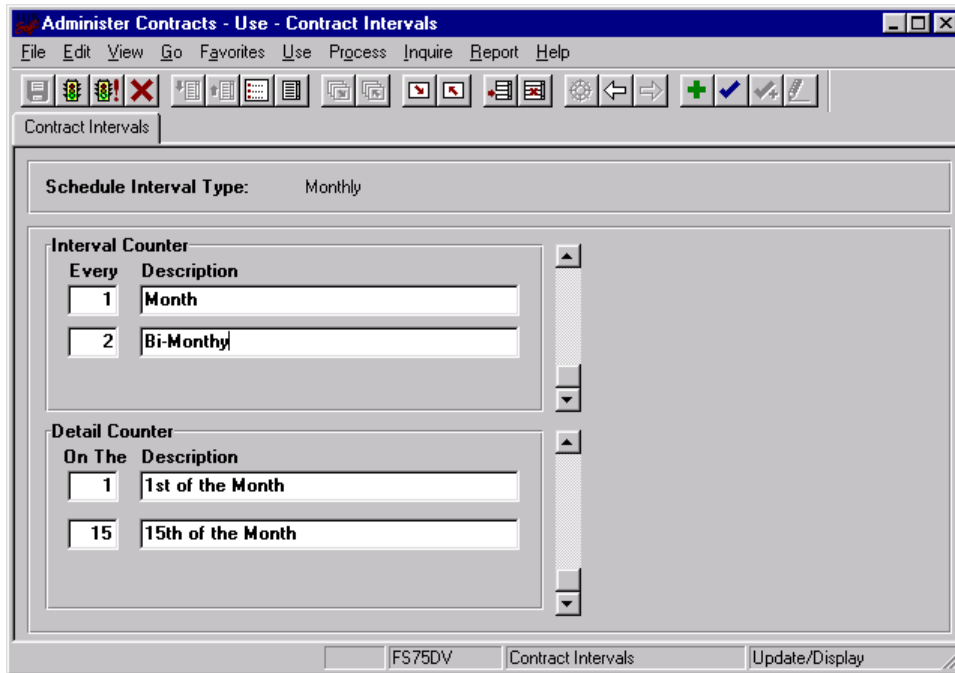
The Contract Intervals dialog box displays.

Select **Monthly** from the List and Click **OK.**

Entering Voucher Contracts

The Contract Intervals Panel appears as follows;

In the above example the contract intervals have been defined for a Monthly type schedule.   Using the above example we could create the following payment intervals:

1)   Create a payment on the first of the month on a monthly basis.
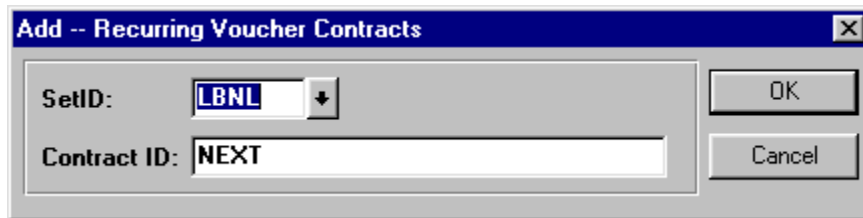2)   Create a payment on the 15th of the month on a monthly basis.
3)   Create a payment on the first of the month on a bi-monthly basis.
4)   Create a payment on the 15th of the month on a bi-monthly basis.

Entering Voucher Contracts

Step 3:   Entering Voucher Contracts

Repetitive Payments such as rents and parking are created in PeopleSoft as Voucher Contracts.   The navigation to enter a Voucher Contract is:

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Administer Contracts
- ⇒ Use
- ⇒ Recurring Voucher Contracts
- ⇒ Enter Contract Voucher
- ⇒ Add

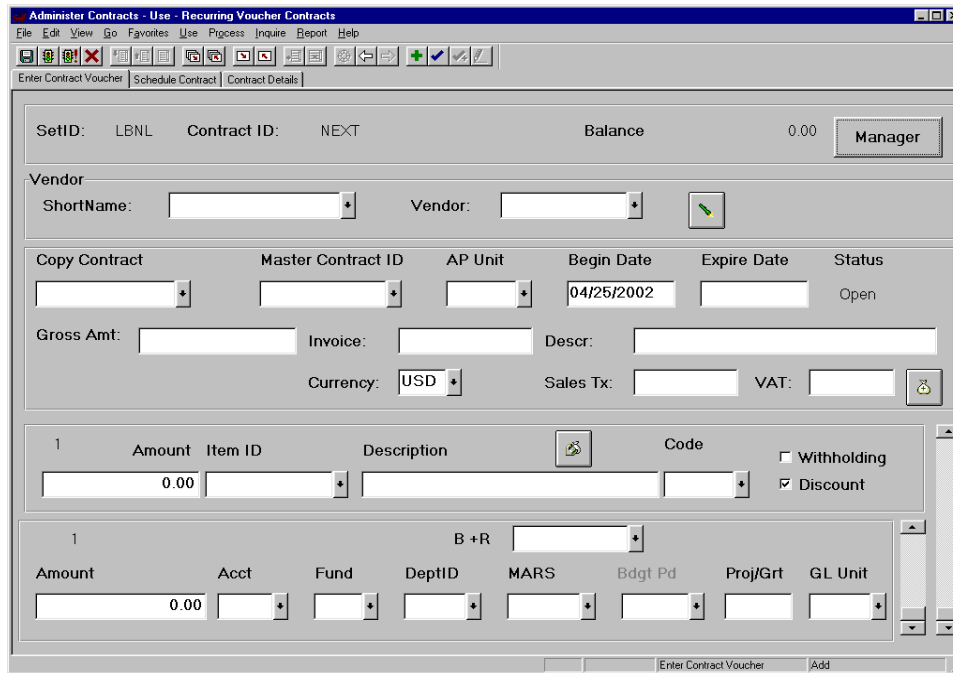An initial dialog box will appear with a default Setid and Contract ID of NEXT as shown below.

The Recurring Voucher Contracts dialog box displays.

Make sure your dialog box appears as above and Click **OK.**

Entering Voucher Contracts

The Voucher Contract Panel should appear as follows;
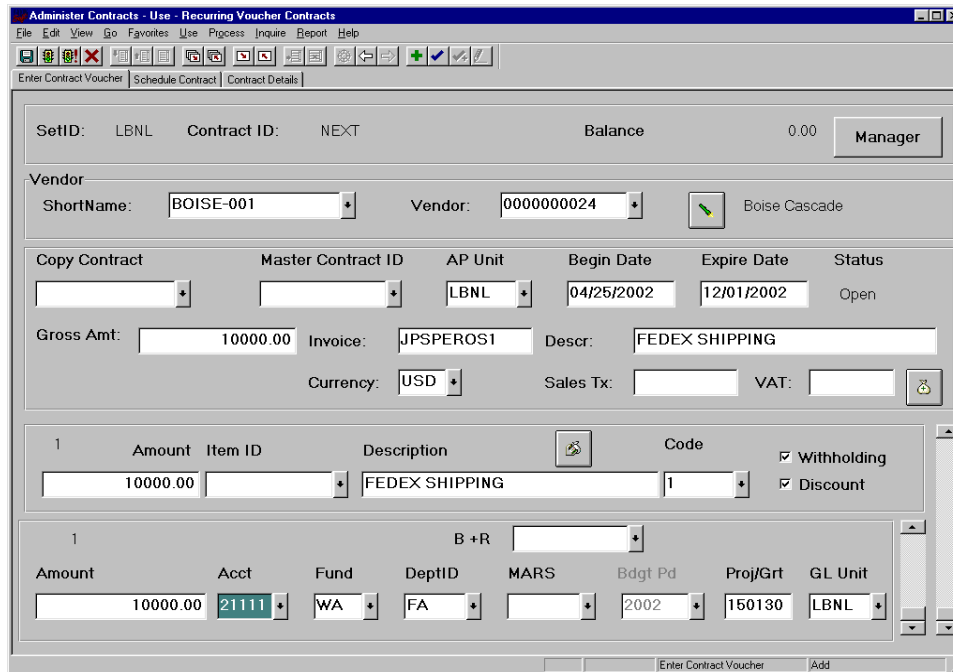
Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Name	Vendor Name	BOISE-001
AP Unit	Accounts Payable Business Unit	LBNL
Begin Date	Contract Start Date	07/01/02
Expire Date	Contract Expiration Date	12/01/02
Gross Amt.	Gross Amount on Invoice	10000
Description	Description of Voucher	FEDEX SHIPPING
Invoice	Invoice Number	JPSPEROS1
Line Description	Description on Line	FEDEX SHIPPING
Code	1099 Withholding Code	1
Proj/Grt	Project ID	150130
Account	Account Number	211119
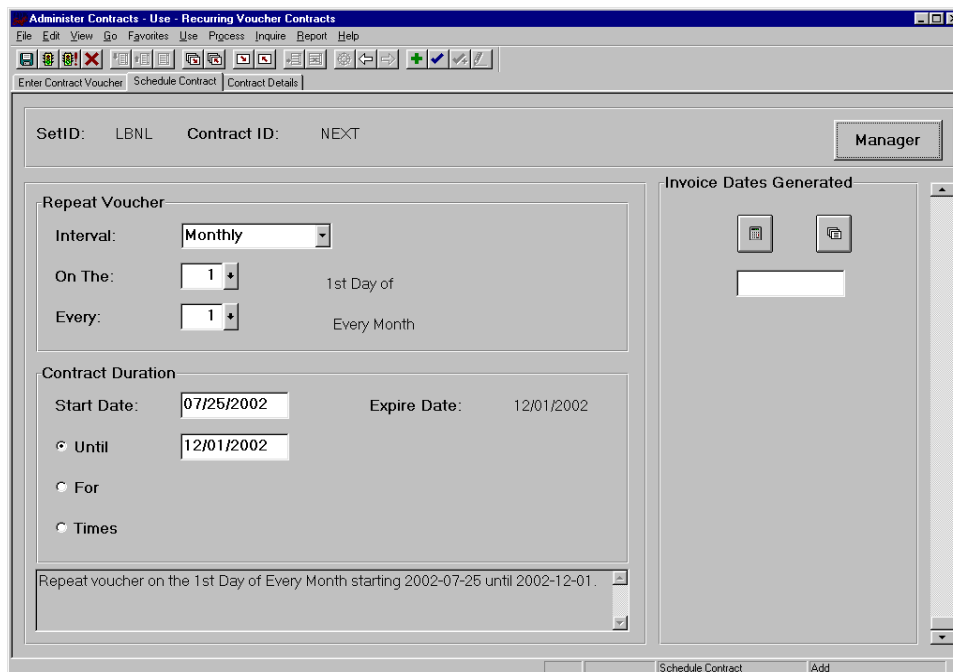
Note: On the Enter Contract Panel you see two scroll bars.   The outer most scroll bar controls the voucher line information.   Each voucher line would correspond to a line on a Voucher created from this contract. The inner most scroll bar contains the distribution information for voucher line being displayed.   Each Voucher Line will have its own unique set of distribution lines. Additional voucher lines and/or distribution lines are entered using F7 or the insert icon in the toolbar.

Entering Voucher Contracts

The panel should look similar to this example.

The Schedule Contracts Panel appear as follows;

This panel is used to tell the system how many vouchers are to be created from this contract.   The default interval will be Monthly on the 1st of every month using a monthly cycle.

Entering Voucher Contracts

The contract duration can be specified in terms of the starting and ending dates using the **Start Date** and **Until**, **For** or **Times** radio buttons.

Until indicates create vouchers for all time interval periods until a specific date.
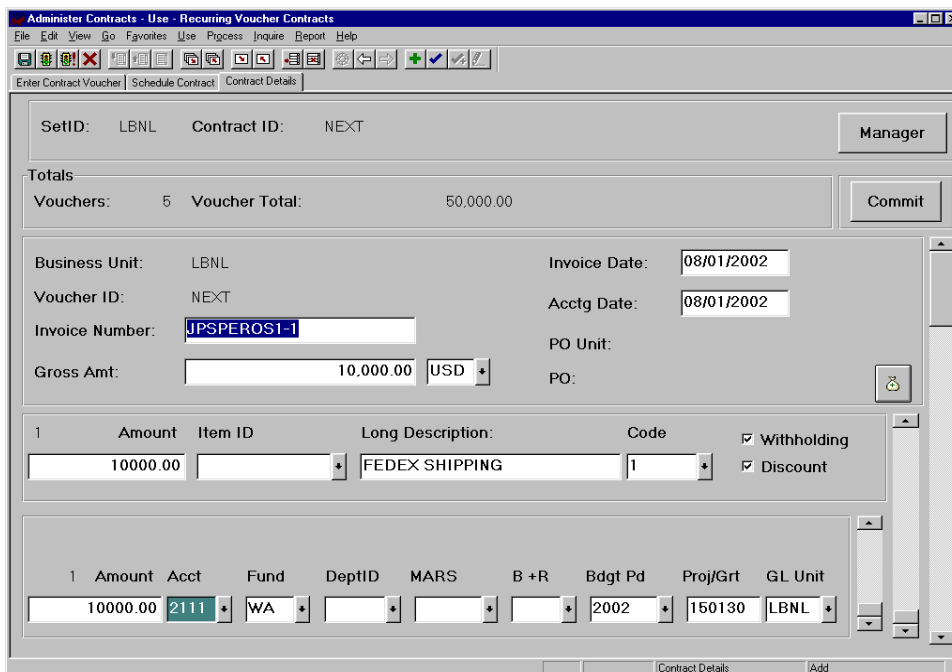
For indicates create vouchers for a defined number of intervals. (i.e. for 4 months)

Times indicates create the number of vouchers specified.

Once your duration section is completed, generate and review the Invoice Dates by selecting the **Calculate Dates** pushbutton.

Review the dates and if appropriate generate the Vouchers by selecting the **Explode Voucher** pushbutton.
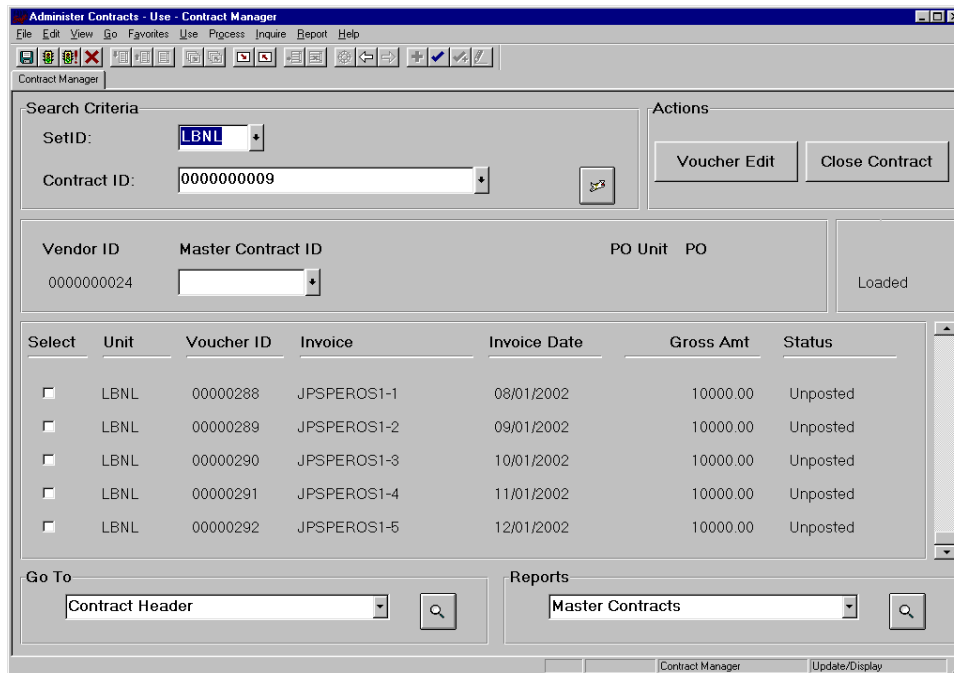
The Contracts Details Panel appears as follows;

The explode vouchers process takes the data entered and creates all the vouchers based on the contract interval selected.   This panel gives you one final chance to review and change the Voucher criteria. (Note: A number will be added to the Invoice Number to keep the number unique.)

Once the review of the information is completed select the commit pushbutton **[Commit]** to ready the vouchers for the next step, **Voucher Batch Edit**.   When you select the commit pushbutton you will be transferred to the **Contract Manager** panel group.

Entering Voucher Contracts

The Contract Manager panel is a staging area to enable you to proceed to the next steps in creating the vouchers for the contract or allow you to close the contract altogether.

The Voucher Edit pushbutton ![Voucher Edit] will prompt you for a run control id.   The first time you perform this process under your Operator Id you will need to create a run control id under the Voucher Batch Edit process menu item.
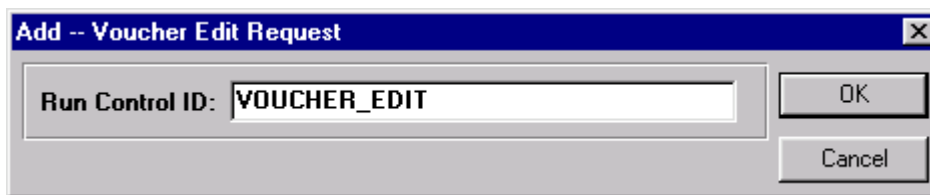
Record your Contract ID and Cancel out of this Panel.

Entering Voucher Contracts

Step 4: Running The Voucher Edit Process

Once a contract has been completed the vouchers generated from the contract need to be edited and made available for payment.
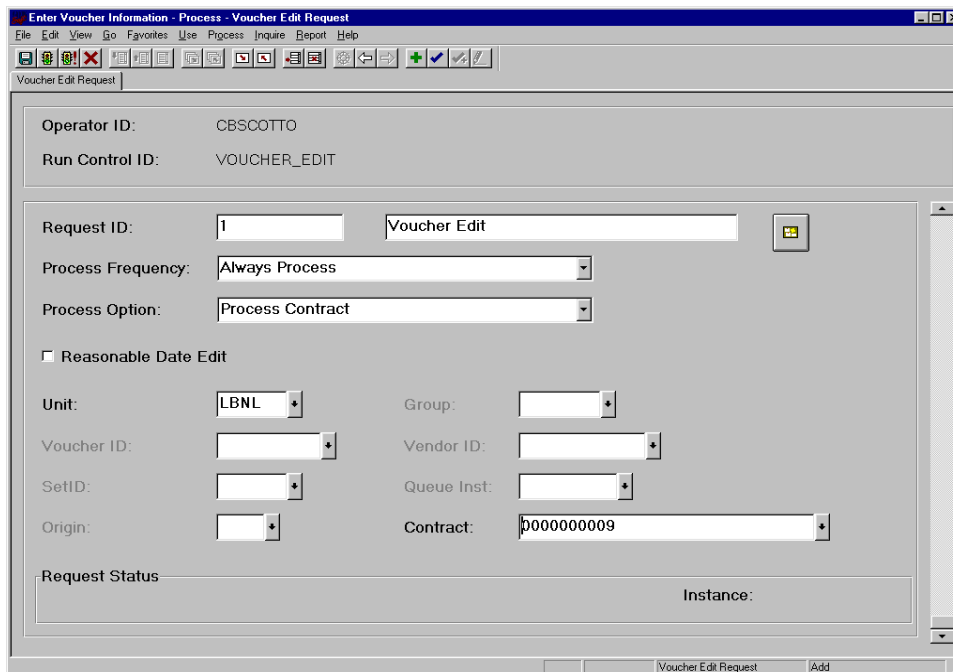
⇒ Go
⇒ Administer Procurement
⇒ Enter Voucher Information
⇒ Process
⇒ Voucher Edit Request
⇒ Add

An initial dialog box will appear requesting a Run Control Id.

Create a run control id **VOUCHER_EDIT** and click **OK.**

Complete the Voucher Edit Request Panel as above. Replace the **Contract** value with the one you recorded.

Entering Voucher Contracts

To run the Voucher Batch Edit Process you would click on the Run pushbutton ![traffic light icon].   This will bring up a secondary panel.   Complete the panel as shown and click on the **OK** pushbutton.

If during the Voucher Edit process, a voucher transaction fails during editing (ex. Invalid Chartfield Combination, Duplicate Invoices), the voucher will be placed in a recycle status and will need to be corrected.   The next step after the process completes is to check and correct errors using PeopleSoft delivered panels. Let's review these panels.
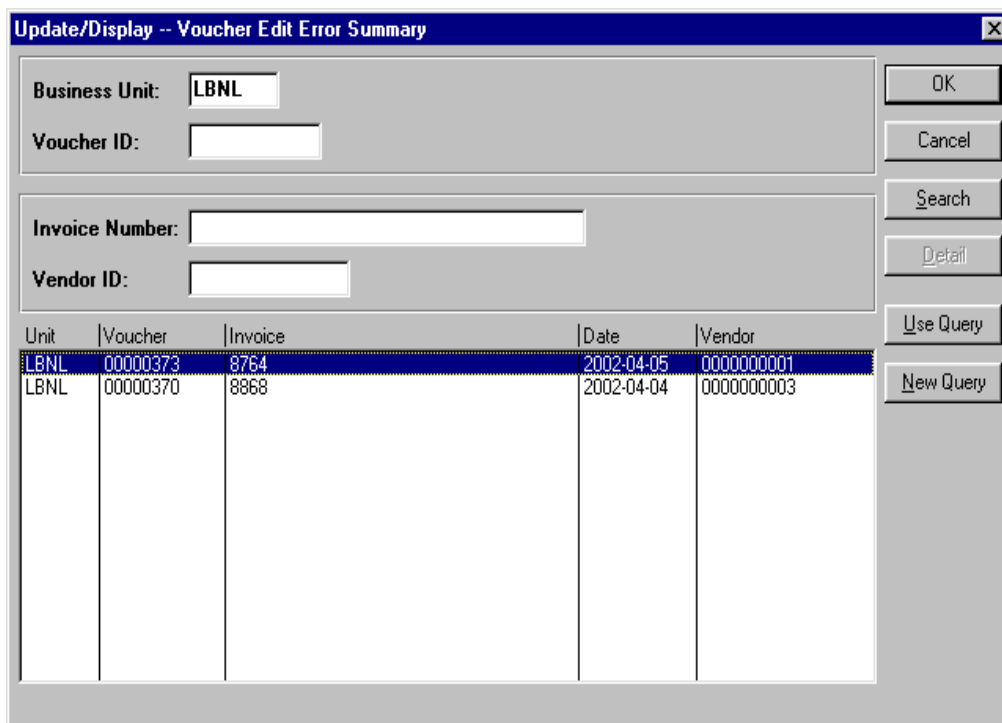
Entering Voucher Contracts

Step 5: Voucher Edit Error Summary

This panel provides a count of the errors found on a voucher transaction by Voucher, Voucher Line, Distribution Line and Payment information.

⇒ Go
⇒ Administer Procurement
⇒ Enter Voucher Information
⇒ Inquire
⇒ Voucher Edit Error Summary

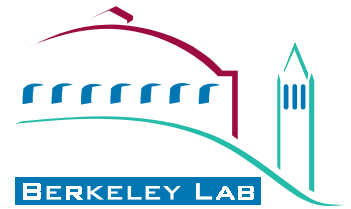*The Voucher Edit Error Summary dialog box displays.*

Enter the Business Unit for the Voucher and optionally the Vendor Id to narrow the search and click on the **Search** pushbutton.   Select the voucher and click **OK.**

Entering Voucher Contracts
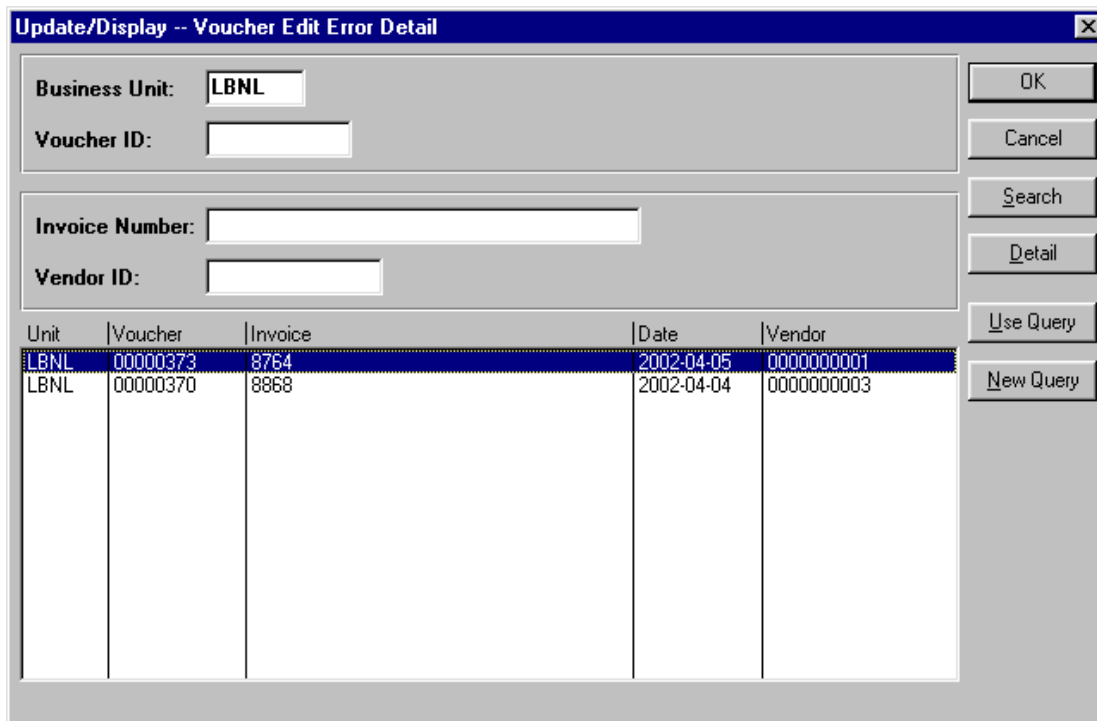

This column displays where editing failed

Entering Voucher Contracts

Step 6: Voucher Edit Error Detail

This panel will provide a detail look at the errors for a Voucher including an explanation of the problem.

$\Rightarrow$ Go
$\Rightarrow$ Administer Procurement
$\Rightarrow$ Enter Voucher Information
$\Rightarrow$ Inquire
$\Rightarrow$ Voucher Edit Error Detail
$\Rightarrow$ Header Errors
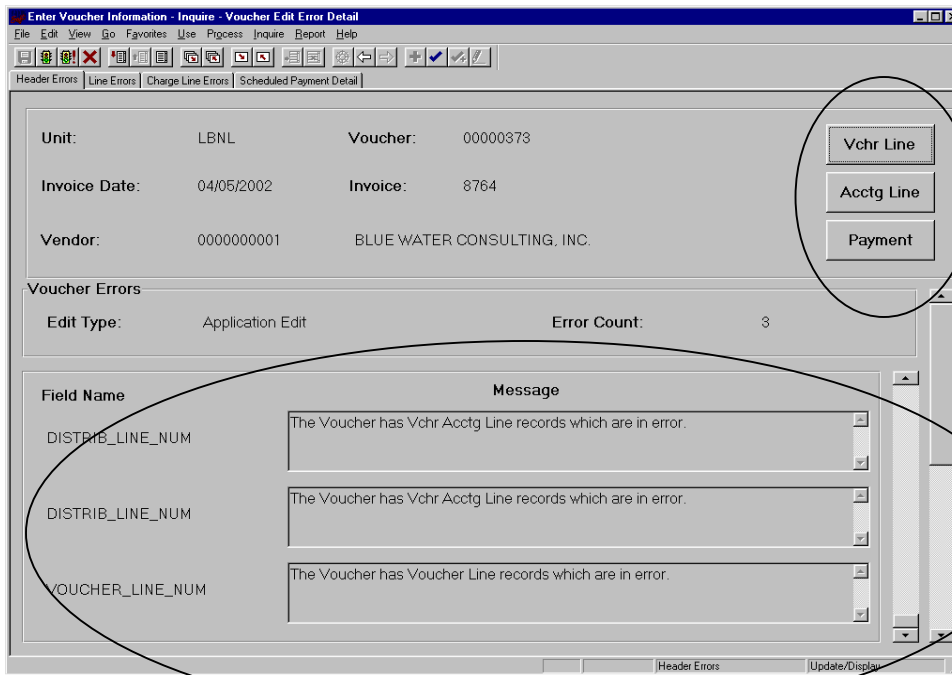
The Voucher Edit Error Detail dialog box displays.

Update/Display -- Voucher Edit Error Detail					
Business Unit: LBNL					OK
Voucher ID:					Cancel
					Search
Invoice Number:					Detail
Vendor ID:					Use Query
Unit	Voucher	Invoice	Date	Vendor	New Query
LBNL	00000373	8764	2002-04-05	0000000001	
LBNL	00000370	8868	2002-04-04	0000000003	

Enter the Business Unit for the Voucher and optionally the Vendor Id to narrow the search and click on the **Search** pushbutton.   Select the voucher and click **OK.**

Entering Voucher Contracts
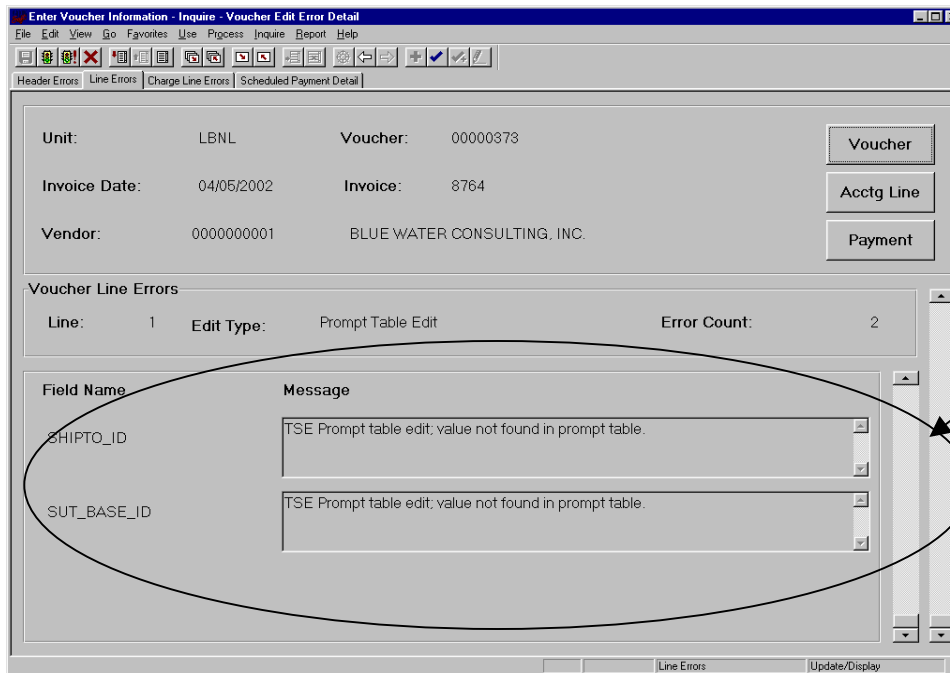
These pushbuttons are used to navigate between the different tabs in this panel group.

This section describes the field in error and a description of the problem identified.

Voucher Line errors will appear in this area.

Entering Voucher Contracts
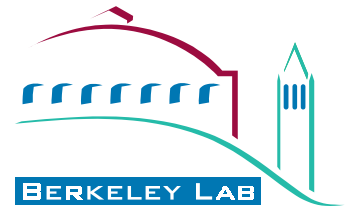
On the Charge Line Errors panel, you can view detail for any voucher accounting line

The Scheduled Payment Detail panel provides a scroll indicating the error count for each Edit Type. The Field Name that reflects the error displays along with a message explaining the error.